



Village of Ruidoso

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July 3, 2003

Ms. Stephanie DuBois, Project Manager
NM Environment Department
Construction Program Bureau
Harold Runnels Building
1190 St. Francis Drive
P.O. Box 26110
Santa Fe, NM 87502-6110



Re: Disbursement Request #1
Project XP-97630701-0
Regional Waste Water Treatment Plant
Ruidoso, NM

Transmitted here within are the following listed items in support of the above requested disbursement.

1. U.S. EPA Payment Request
2. Outlay Report & Request for Reimbursement for Construction Program (EPA).
3. NMED Disbursement Request
4. Two signatory authorizations and certification letter.
5. Molzin Corbin Invoice
6. Seeley & Associates Invoice
7. Village of Ruidoso in kind expenses (salaries & benefits)
8. RFP 99-03 & Rating sheet regarding Seeley & Assoc. for Developing & Gaining Funding.
9. RFP 01-002 & Rating Sheet regarding Molzin Corbin for Engineering Services.

Thank you for your assistance in preparing this request for disbursement. Please contact me at 505-258-4343 or Cleatus Richards at 505-257-5545 if you require additional information or clarification regarding this submission.

Sincerely,

Lorri McKnight, Village Manager

FAX COVER SHEET

**NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU
HAROLD RUNNELS BUILDING
1190 ST. FRANCIS DRIVE, P.O. BOX 26110
SANTA FE, NM 87502
PH. (505) 827-2816
FAX (505) 827-2837**

DATE: 9/2/03 **TIME:** 8:50 AM **TOTAL PAGES :** 5

TO: Bill Pumphrey

PHONE: (702) 798-2493

FAX: (702) 798-2423

FROM: Stephanie DuBois

PLEASE CALL (505) 827-2812 TO REPORT PROBLEMS WITH TRANSMISSION.

MESSAGE:

Mr. Pumphrey,

This is for the Village of
Ruidoso, New Mexico EPA Grant
Project # XP-97160701-0 for
pre-award expenses. This has
been on hold for a while
because I needed EPA's approval
letter for pre-award costs.

Please release \$52,695 to
the Village for reimbursement.

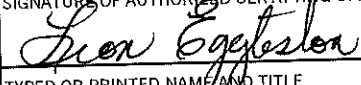
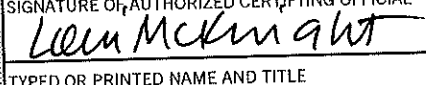
If you have any questions, please call

Thank you, @ 505-827-2812
or email @

Stephanie DuBois

stephanie_dubois@nmenv.state.nm.us



OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS (See instructions on back)		OMB APPROVAL NO. 0346 2		PAGE 1 OF 1 PAGES	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED USEPA / NMED		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY XP-9760701-0		5. PARTIAL PAYMENT REQUEST NO. 1	
6. EMPLOYER IDENTIFICATION NUMBER 85-6000-650		7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER		PERIOD COVERED BY THIS REQUEST FROM (Month, day, year) 11/15/2002 TO (Month, day, year) 6/30/2003	
9. RECIPIENT ORGANIZATION Name: Village of Ruidoso No. and Street: 313 Cree Meadows Drive City, State and ZIP Code: Ruidoso, NM 88345		10. PAYEE (Where check is to be sent if different than item 9) Name: Village of Ruidoso No. and Street: 313 Cree Meadows Drive City, State and ZIP Code: Ruidoso, NM 88345			
11. STATUS OF FUNDS					
CLASSIFICATION	PROGRAMS FUNCTIONS ACTIVITIES			TOTAL	
	(a) Budget	(b) Area D&E	(c) Area K		
a. Administrative expense	86,300.00 - 20,959.00	SD		86,300.00 - 20,959.00	SD
b. Preliminary expense	86,162.00			86,162.00	
c. Land, structures, right-of-way				0.00	
d. Architectural engineering basic fees	1,017.00			1,017.00	
e. Other architectural engineering fee				0.00	
f. Project inspection fees				0.00	
g. Land development				0.00	
h. Relocation expense				0.00	
i. Relocation payments to individuals and businesses				0.00	
j. Demolition and removal				0.00	
k. Construction and project improvement cost				0.00	
l. Equipment				0.00	
m. Miscellaneous cost				0.00	
n. Total cumulative to date (sum of lines a thru m)	95,809.00 - 108,138.00	SD		95,809.00 - 108,138.00	SD
o. Deductions for program income				0.00	
p. Net cumulative to date (line n minus line o)	95,809.00 - 108,138.00	SD		95,809.00 - 108,138.00	SD
q. Federal share to date (55.00%)	52,695.00 - 59,476.00	SD		52,695.00 - 59,476.00	SD
r. Rehabilitation grants (100% reimbursement)				0.00	
s. Total Federal share (sum of lines q and r)	52,695.00 - 59,476.00	SD		52,695.00 - 59,476.00	SD
t. Federal payments previously requested				0.00	
u. Amount requested for reimbursement	52,695.00 - 59,476.00	SD		52,695.00 - 59,476.00	SD
v. Percentage of physical completion of project	10.00			10.00	
12. CERTIFICATION I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.		a. RECIPIENT		SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	
		b. REPRESENTATIVE CERTIFYING TO LINE 11V		TYPED OR PRINTED NAME AND TITLE Leon Eggleston, Mayor	
				SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	
				TYPED OR PRINTED NAME AND TITLE Lorri Mcknight, Village Manager	
				DATE REPORT SUBMITTED 7/3/2003	
				TELEPHONE (Area code, number, and extension) 505-258-4343	
				DATE SIGNED 7/3/2003	
				TELEPHONE (Area code, number, and extension) 505-258-4343	
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION USABLE					

U.S. EPA PAYMENT REQUEST FOR TWO SIGNATORY OFFICIALS (RECIPIENT/STATE)

Recipient Name: <u>Village of Ruidoso</u>					Contact Person: <u>Lorri Mcknight</u>		Date: <u>7/3/2003</u>		
Phone #:					Fax #: <u>505-258-5361</u>				
ACH # <u>N/A</u>		Request # <u>1</u>			Cash on Hand: \$ <u>-</u>				
Assistance Agreement	FY max 4	Appr max 7	Budget Org max 7	Program Element max 9	Site Project max 8	Cost max 7	\$ Amount	Mark (X) if Credit	EPA Use only
XP-97630701-0							\$ 59,476.00 52,695.00	SD	
Total Amount Requested							\$ 59,476.00 52,695.00	SD	

I certify that to the best of my knowledge and belief the data above are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

APPROVALS:

Leon Eggelston
 Recipient Approving Official's Signature
 Leon Eggelston, Mayor

Stephanie D. Davis
 State Approving Official's Signature

7/3/03
 Date Approved

9/2/03
 Date Approved

 Date Approved

\$ _____
EPA APPROVED AMOUNT

For EPA Use Only

 EPA Certifying Officer Approval

Page 1 of 1

**NEW MEXICO ENVIRONMENT DEPARTMENT
CONSTRUCTION PROGRAMS BUREAU
DISBURSEMENT REQUEST**

A. NAME OF ENTITY village of Ruidoso

(CHECK ONE ONLY)

B. PROJECT NUMBER XP-97630701

C. DISBURSEMENT REQUEST NUMBER 1

PROGRAM NAME: CLEAN WATER STATE REVOLVING LOAN FUND (CWSRF)
COLONIAS WASTEWATER CONSTRUCTION GRANT PROGRAM (CWCGP)
RURAL INFRASTRUCTURE PROGRAM (RIP)
SOLID WASTE FACILITY GRANT FUND PROGRAM (SWFGFP)
SOUTH VALLEY WASTEWATER CONSTRUCTION GRANT (SVWCG)
☒ SPECIAL APPROPRIATIONS PROGRAM (SAP)

	BUDGET		PREVIOUS EXPENDITURES		CURRENT EXPENDITURES		CUMULATIVE	
	<i>EPA Portion</i> NMED - <u>55%</u> PROGRAM	<i>Village Portion</i> OTHER <u>45%</u> FUNDS	NMED- PROGRAM	OTHER FUNDS	NMED- PROGRAM	OTHER FUNDS	NMED- PROGRAM	OTHER FUNDS
Administrative Expenses	XXXXXXXXXX	129,610	XXXXXXXXXX		XXXXXXXXXX	<u>8630</u> 20,959	XXXXXXXXXX	<u>8630</u> 20,959
Engineer Fees	173,000				<u>1017.00</u> 1,017.54 SD		<u>1017</u> 1,017.54 SD	
Other Professional <i>Surveys</i> Service Fees	131,250				<u>86,162.50</u> 86,162.00 SD		<u>86,162.50</u> 86,162.00 SD	
Inspection Fees	96,000							
Property Acquisition								
Construction Cost	802,574	941,799						
Planning Cost								
Equipment								
Other Costs (specify)	106,676							
Contingencies								
TOTAL	<u>1,309,500</u>	<u>1,071,409</u>	-0-	-0-	<u>87,179.00</u> 87,180.04 SD	<u>8630</u> 20,959	<u>87,179.00</u> 87,180.04 SD	<u>8630</u> 20,959 SD

Under penalty of law, I certify that all the above expenditures are true and correct and are for appropriate purposes in accordance with the terms and conditions of the pertinent Loan/Grant Agreement and that payment has not been received.

Signature of Authorized Official:

☒ Lorri Mcknight

Village Manager

Typed or Printed Name:
LORRI MCKNIGHT

Phone:
505-258-4343

Date:
6/17/2003

Antonio D. Davis
Project Manager

Construction Programs Bureau
Approve \$ 95,809 (@ 55% = \$ 52,695) Pre Award Costs

Date: 9/2/03

55% of 85,809 = \$ 52,695

Fund Balance = \$ 1,256,805

Stephanie DuBois

From: Stephanie DuBois [stephanie_dubois@nmenv.state.nm.us]
Sent: Wednesday, September 17, 2003 9:32 AM
To: Lorri McKnight
Subject: RE: EPA reimbursement

Lorri,

You only received \$52,695 because the total pre-award administrative expenses were \$8630. The remaining administrative expenses \$12,329 were post award and may be applied on your next pay request.

Village Administrative expenses \$8,630
Dick Seely Invoice \$86,162
Molzen Corbin \$1,017

Total = \$95,809 * 55% = \$52,695

-----Original Message-----

From: Lorri McKnight [mailto:vormanager@zianet.com]
Sent: Tuesday, September 16, 2003 4:53 PM
To: Stephanie DuBois
Cc: Cleatus Richards
Subject: EPA reimbursement

Hi Stephanie,

We received reimbursement finally from the EPA on our pre-award expenses. We received \$52,695 on 9/4/03. We submitted for \$59,476. I have not received any paperwork explaining the difference between these 2 amounts. Do you have any idea why the difference or if there is a letter forthcoming?

Thanks for your help,

Lorri

9/17/2003